



**LBS BINA GROUP BERHAD**

[Registration No.: 200001015875 (518482-H)]

**Administrative Guide for the  
Extraordinary General Meeting (“EGM”)**

Date : 5 December 2025, Friday  
Time : 10.00 a.m.  
Venue : Function Room, Level 5, Plaza Seri Setia, No. 1, Jalan SS9/2, 47300 Petaling Jaya, Selangor Darul Ehsan

**Registration for the EGM**

1. Registration will start at 8.30 a.m. on the day of the EGM up to the time of the commencement of the EGM at 10.00 a.m.
2. Please produce your ORIGINAL Identity Card (“IC”) or Passport (for foreign shareholder) during registration for verification. Only original IC or Passport is valid for registration.
3. Please note that you are not allowed to register on behalf of another shareholder/proxy, even with the original IC or Passport of that other shareholder/proxy. Please make sure you collect your IC or Passport after the registration.
4. After verification and registration, you will be given an identification wristband. If you are attending the Meeting as a shareholder as well as proxy, you will be registered once and will only be given one identification wristband to enter the meeting hall. There is no replacement in the event that you lose/misplace the identification wristband.
5. After registration and signing on the Attendance List, please vacate the registration area.
6. The registration counter will only handle verification of shareholdings and registration. For other clarification or query, you may proceed to the Help Desk.

**Help Desk**

1. The Help Desk will handle all clarification and query on matters relating to the Meeting.

**Appointment of Proxy or Attorney or by Authorised Representative**

1. Only members whose names appear on the Record of Depositors as at 28 November 2025 shall be eligible to attend, speak and vote at the EGM or appoint proxy(ies) to attend and vote on his/her behalf.
2. In view that the EGM will be conducted physically, members can appoint the Chairman of the Meeting as their proxy and indicate the voting instruction in the Form of Proxy.
3. If you wish to participate in the EGM yourself, please do not submit any Form of Proxy. You will not be allowed to participate in the meeting together with a proxy appointed by you.
4. Accordingly, proxy form and/or documents relating to the appointment of proxy/attorney/authorised representative for the EGM whether in hard copy or by electronic means shall be deposited or submitted in the following manner and must be received by the Company not less than 48 hours before the time set for the EGM or not later than Wednesday, **3 November 2025 at 10.00 a.m.:**
  - (i) In Hard copy form:
    - a. In the case of an appointment made in hard copy form (by hand/post), the proxy form shall be deposited with the Company’s Share Registrar at Tricor Investor & Issuing House Services Sdn. Bhd. of Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South, No. 8, Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia or drop-in box located at Unit G-3, Ground Floor, Vertical Podium, Avenue 3, Bangsar South, No. 8 Jalan Kerinchi, 59200 Kuala Lumpur, Malaysia.
    - b. By email to [is.enquiry@vistra.com](mailto:is.enquiry@vistra.com)

(ii) By Electronic form:

All members can have the option to submit proxy forms electronically via Vistra Share Registry and IPO (MY) portal ("The Portal") and the steps to submit are summarised below:

Procedure	Action
<b>i. <u>Steps for individual members</u></b>	
Register as a User at the Portal	<ul style="list-style-type: none"> <li>Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Click "Register" and select "Individual Holder" and complete the New User Registration Form.</li> <li>For guidance, you may refer to the tutorial guide available on the homepage.</li> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>After verification, your registration will be reviewed and approved within one (1) working day. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul> <p><i>If you are an existing user with The Portal or our TIH Online portal previously, you are not required to register again.</i></p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>After the release of the Notice of Meeting by the Company, login with your user name (i.e. email address) and password.</li> <li>Select the corporate event: <b>LBS Bina Group Berhad EGM 2025 - "Submission of Proxy Form"</b>.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Insert your CDS account number and indicate the number of shares for your proxy(s) to vote on your behalf.</li> <li>Indicate your voting instructions – FOR or AGAINST, otherwise your proxy will decide on your votes.</li> <li>Review and confirm your proxy(s) appointment.</li> <li>Print the form of proxy for your record.</li> </ul>
<b>ii. <u>Steps for corporation or institutional members</u></b>	
Register as a User at the Portal	<ul style="list-style-type: none"> <li>Visit the website at <a href="https://srmy.vistra.com">https://srmy.vistra.com</a>.</li> <li>Click "Register" and select "Representative or Corporate Holder" and complete the New User Registration Form.</li> <li>Complete the registration form with your personal details.</li> <li>Once registration is completed, you will receive an email notification to verify your registered email address.</li> <li>After verification, your registration will be reviewed and approval within two (2) working days. A confirmation email will be sent once approved.</li> <li>Once you receive the confirmation, activate your account by creating your password.</li> </ul>
	<p><i>Note: The representative of a corporation or institutional member must register as a user in accordance with the above steps before he/she can subscribe to this corporate holder electronic proxy submission. Please contact our Share Registrar if you need clarifications on the user registration.</i></p>
Proceed with submission of form of proxy	<ul style="list-style-type: none"> <li>Login to <a href="https://srmy.vistra.com">https://srmy.vistra.com</a> with your email address and password.</li> <li>Select the corporate event: <b>"LBS Bina Group Berhad EGM 2025 – Submission of Proxy Form"</b>.</li> <li>Navigate to the icon "&gt;" at the end of the corporate event.</li> <li>Read and agree to the Terms and Conditions and confirm the Declaration.</li> <li>Select the corporate holder's name.</li> <li>Proceed to download the submission file.</li> <li>Prepare the file for the appointment of proxy(ies) by inserting the required data.</li> <li>Proceed to upload the duly completed proxy appointment file.</li> <li>Select <b>"Confirm"</b> to complete your submission.</li> <li>Print the confirmation report of your submission for your record.</li> </ul>

## Voting at Meeting

1. In accordance with Paragraph 8.29A(1) of Main Market Listing Requirements of Bursa Malaysia Securities Berhad ("Bursa Malaysia"), the voting at the EGM will be conducted by poll. The Company has appointed Tricor as Poll Administrator to conduct the poll voting electronically (e-voting) via Tricor e-Vote application and Independent Scrutineers will be appointed to conduct the polling process and verify the results of the poll.
2. During the EGM, the Chairman will invite the Poll Administrator to brief you on the poll procedure.
3. Upon completion of the voting session for the EGM, the Scrutineers will verify and announce the poll results followed by the Chairman's declaration whether the resolutions are carried.

## Results of the voting

1. The resolutions proposed at the EGM and the results of the voting will be announced at the EGM and subsequently via an announcement made by the Company through Bursa Malaysia at [www.bursamalaysia.com](http://www.bursamalaysia.com).

## Recording Or Photography

1. Unauthorised recording or photography of the proceedings of the EGM are strictly not allowed.

## No Smoking Policy

1. A no smoking policy is maintained in the Meeting hall. Your co-operation is much appreciated.

## Circular to Shareholders dated 20 November 2025("Circular")

1. The Circular is available on the Company's website at [www.lbs.com.my](http://www.lbs.com.my) and Bursa Malaysia's website at [www.bursamalaysia.com](http://www.bursamalaysia.com) under Company's announcements.
2. You may request for a printed copy of the Circular at <https://srmy.vistra.com> by selecting "Request for Circular" under the "Investor Services".
3. Kindly consider the environment and sustainability before requesting for a printed copy. We encourage you to use the soft copy of the Circular for references.

## Enquiry

If you have any enquiries prior to the EGM, please contact the following persons during office hours on Mondays to Fridays from 9.00 a.m. to 5.30 p.m. (except on public holidays):-

### Share Registrar:

TRICOR INVESTOR & ISSUING HOUSE SERVICES SDN BHD  
Unit 32-01, Level 32, Tower A, Vertical Business Suite, Avenue 3, Bangsar South  
No. 8, Jalan Kerinchi, 59200 Kuala Lumpur.  
Tel: 03-2783 9299

### Contact persons:

Attn: Low Cheng Chuan / Muhammad Ashraff Bin Mohd Khaizan  
Tel: +603 2783 9278 / +603 2783 9276  
Email: [cheng.chuan.low@vistra.com](mailto:cheng.chuan.low@vistra.com) / [muhammad.ashraff@vistra.com](mailto:muhammad.ashraff@vistra.com)

### Company:

LBS BINA GROUP BERHAD  
Plaza Seri Setia, Level 1-4, No. 1, Jalan SS9/2  
47300 Petaling Jaya, Selangor Darul Ehsan.  
Tel: 03-7861 6090 / 6050 Fax: 03-7861 6099  
Attn: Ms. Doris Lee / Ms Sunny Woo  
Email: [sca@lbs.com.my](mailto:sca@lbs.com.my)

The Company may at its discretion make any changes to the above arrangements in the event of unforeseen circumstances.